



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

SUPERVISING COMMUNICABLE DISEASE INVESTIGATOR

Class No. 005794

■ CLASSIFICATION PURPOSE

To plan, supervise, and coordinate the work of Communicable Disease Investigators and other staff members engaged in communicable disease investigations, and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

This is the supervisory-level in the series. Under general direction this class is responsible for the supervision and direction of all Communicable Disease Investigators. It differs from the next lower level, Senior Communicable Disease Investigator, in that the latter provides training and technical guidance to Communicable Disease Investigators.

■ FUNCTIONS

The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Supervises and directs staff in the investigation of communicable diseases.
2. Develops and directs investigative processes.
3. Selects, trains, and evaluates staff.
4. Establishes and maintains cooperative relations with governmental and community agencies involved in communicable disease control.
5. Reviews and resolves the more difficult investigative problems.
6. Assists in preparation of evidence and may represent the Public Health Officer in court cases involving violations of communicable disease laws.
7. Assigns cases to investigators; reviews, approves, and records completed cases and forwards to appropriate authority.
8. Gathers and analyzes statistics.
9. Performs contact tracing.
10. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

Non-Essential Functions:

1. Venipunctures patients or suspects for serological testing only in the HIV Counseling and Testing Program (HCT) and the STD Program.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Symptoms of communicable diseases, and their modes of transmission.
- Techniques and methods of investigative interviewing.
- Functions of other health organizations.
- Medical terminology and corresponding terminology used by the general public.
- County roads and neighborhoods.

- Principles and practices of training and supervision.
- Public Health Codes.
- Health education techniques regarding communicable diseases.
- Communicable disease resources for counseling and medical follow-up.
- General medical causes and consequences of communicable diseases.
- The General Management System in principle and in practice.
- County customer service objectives and strategies.

Skills and Abilities to:

- Review and understand medical terminology and laboratory reports.
- Perform contact tracing.
- Conduct investigative interviewing in both office and field settings.
- Provide counseling on communicable disease prevention and control.
- Communicate effectively orally and in writing.
- Work effectively with organizations, uncooperative individuals in crisis, and persons from varying cultural, ethnic, and educational backgrounds of varying sexual preferences.
- Compile statistics, and prepare and update records and reports.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and background.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is:

A bachelor's degree from an accredited college or university in a behavioral, social or natural science; AND, At least three (3) years of investigative experience in enforcement of communicable disease laws, rules, and regulations in a position comparable to Communicable Disease Investigator in the County of San Diego.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Frequent sitting and repetitive use of hands. Occasional walking, standing, climbing, twisting of neck and waist, simple grasping of right and left hand, fine manipulation of right and left hand.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

Incumbents in the HIV Counseling and Testing Program (HCT) and the STD Program are required to obtain a State of California Phlebotomy License within six (6) months of employment.

Working Conditions

Drives a motor vehicle. Walks on uneven ground. Exposure to excessive noise. Exposure to extremes in temperature, humidity or wetness. Exposure to dust, gas, fumes, and chemicals. May use special visual or auditory protective equipment. Works with biohazards such as blood pathogens or hospital waste. Exposure to communicable disease and uncooperative individuals. May be subject to irregular work hours.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of six (6) months (Civil Service Rule 4.2.5).

New: March 14, 1973
Revised: May 9, 1973
Revised: November 20, 1975
Revised: June 3, 1979
Revised: March 21, 1988
Revised: April 7, 1988
Revised: March 26, 2001
Revised: Spring 2003
Revised: May 7, 2004
Revised: June 14, 2004
Revised: March 31, 2006

Supervising Communicable Disease Investigator (Class No. 005794)

Union Code: MM

Variable Entry: Y